

TERMINATION RECORD FOR CDL DRIVERS

| Inportant Notice Refer to "Quide" for full explanation of codes below (Form \$1,0060g) | | | MEMBER I.D. # |
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| [a] Was the driver involved in DOT or Non-DOT recordable accidents/incidents during this period of services? [b] Do you have record of the driver violating DOT drug/alcohol regulations in the past 3 years? [c] STATE LICENSE ≠ Important Notices Refer to "Guide" for full explanation of codes below (Form \$1,0050g) [c] Eligible for Rehire (Circle only one) O01 Yes 002 Yes, but against company policy 003 No 004 Review required before thiring (Circle Only One) (Circle Only One) 101 Discharged (or Company Dirver 1 | | • | н. |
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TERMINATION RECORD DETAILS

| | Total Num | ber of DOT R | ecordable Accid | | D | Total N | Number of No | on-DOT Accid | cordable accidents ents/Incidents |
|---|---|--|--|--|---|----------------------------------|--|---|--|
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| Incident# | DOT? | Date | City | | State | Injuries | Fatalities | | (Use up to 4) |
| Sample | YorN | 3/3/1998 | Tulsa | · | ОК | 0 | 0 | Y or N | 01, 02 |
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| 7 | YorN | | | | | | | Y or N | |
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| 8 | 10110 | 11 | | | ! | | | YOFN | <u> </u> |
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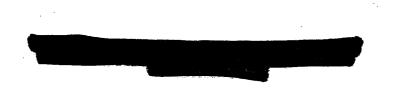


GUIDE TO THE TERMINATION RECORD FORM

This guide includes the definitions of codes and terms used in the current version of Termination Record Form for CDL drivers.

While most of the descriptions on the termination form are selfevident, we recommend you consult this guide when contributing termination records if you are in doubt.

You may also receive employment histories contributed by other nembers that contain terms not used in your operation. Use this guide to interpret any term in which you are unsure of the meaning.





TERMINATION RECORD DETAILS

- MEMBER ID #: Record the customer number assigned by
- LAST NAME AND FIRST INITIAL OF FIRST NAME: Record driver's last name with no space and no punctuation. In the box at the end of this line, record the first initial of the driver's first name.
- SOCIAL SECURITY NUMBER: Record the driver's social security number.
- DATE OF BIRTH: Record the month, day and year (including century) of the driver's date of birth.
- PERIOD OF SERVICE: Record period of service using starting month and year (including century) to terminating month and year (MMCCYY to MMCCYY):
- WAS THE DRIVER INVOLVED IN DOT OR NON-DOT ACCIDENTS/INCIDENTS DURING THIS PERIOD OF SERVICE?: Answer by marking the yes or no box. If yes, give accident details on the back of the form.
- TO YOU HAVE RECORD OF THE DRIVER VIOLATING DOT DRUG/ALCOHOL REGULATIONS IN THE PAST 2 YEARS?: Answer by marking either the yes or no box. If yes, indicate the violation on the back of the form.
- STATES OF LICENSE: Record the post office abbreviation for the state or states in which the driver has held licenses while with your company. Record license number(s) omitting all spaces and dashes.
- 9 ELIGIBLE FOR REHIRE (circle only one code)
 - 001 Yes: Driver is eligible for rehire.
 - 902 Yes, but against company policy: Driver is qualified, but your company has a policy against rehiring drivers regardless of qualifications.
 - No: Driver is ineligible for rehire based on current company standards.
 - 004 Review required before rehiring.
- REASON FOR LEAVING (circle only one code)
 - 101 Discharged: Employment or lease is involuntarily terminated.
 - 104 Agency Lease Terminated: An agency affiliated with the company has terminated, closed, or is no longer under contract.
 - 106 Laid Off: Driver is laid off or lease has been suspended due to business reasons unrelated to performance.
 - 112 Leave of Absence: Company approved leave without pay.
 - 122 Repossession/Lease Default: Owner Operator/Independent Contractor has defaulted on a lease contract or had their truck(s) and/or trailer(s) repossessed.
 - 127 Retired: Driver retires.
 - 133 Resigned/Quit: Employment or lease is voluntarily terminated.
 - 199 Other: Anything other than items listed above. This space is provided for your documentation.
- STATUS (You may circle more than one code)
 - 202 Company Driver: An employee of the company.
 - 207 Lease driver: Employee of an independent contractor.
 - 213 Owner/operator: A person who owns and drives his own equipment for a company as its employee or as an independent contractor.
 - 217 Lease Purchase Program: A driver that is currently participating or has participated in an equipment lease purchase program.
 - 233 Student CDL Permit: A student qualified as a second seat driver while on a CDL learner permit.
 - 228 Trip Leaser: Driver is acting as an independent operator or as an agent of a carrier contracting with your company for specific loads hauled on a trip by trip basis.
 - 230 Student/Trainee: A student or trainee of the company.
 - 234 Casual Driver: A driver hired to drive on an intermittent, casual, or occasional basis who may or may not be an employee of the company.
 - 299 Other: Anything other than items listed above (see 199).
- DRIVER'S EXPERIENCE (You may circle more than one)
 - 303 Local: Driver had substantial city driving experience.
 - 305 Regional: Driver had substantial regional driving experience.
 - 311 Mountain driving: Driver had substantial mountain driving experience.
 - 327 Over-the-Road: Driver had substantial long haul driving experience.
 - 332 Single Driver: Driver had sole responsibility for equipment and substantial experience driving alone.
 - 333 Driver Trainer/Instructor: Driver had substantial road experience training students and/or trainees. A company employee that has a substantial amount of experience with classroom and driving instruction.
 - 351 1st driver of a Team: Driver had primary responsibility in a two-member team.
 - 352 2nd driver of a Team: Driver had secondary responsibility in a two-member team.
 - 355 Freight Handling: Driver had substantial experience loading and unloading freight.
 - 399 Other: Anything other than items listed above (see 199).
- EQUIPMENT OPERATED (You may circle more than one)
 - 505 Auto Transporter: Truck, semi-trailer, or trailer with the body designed for the transportation of other vehicles.
 - 511 Bus: A motor vehicle designed, constructed and used for the transportation of passengers.
 - 516 Double trailer: (Also twin trailer-unit) consists of tractor, semi-trailer and full trailer.
 - Driveaway/Towaway: Motor vehicle(s) or trailer(s) constitute the commodity being transported. One or more sets of wheels of such vehicles are on the road during transportation.
 - 527 Dry box: Enclosed semi-trailer.
 - 529 Dump truck: Truck, semi-trailer or trailer which can be tilted to discharge load.
 - 532 Flat bed: Truck or trailer without sides or top.
 - 533 Mobile Crane: A truck designed for the specific purpose of transporting a crane.
 - 534 Pick-Up or Hot Shot:: Up to one ton truck with or without a trailer.
 - 540 Refrigerated: Refrigerated truck or trailer designed for hauling perishables.
 - 542 Specialized trailer: A trailer designed for a specific purpose not included in the other categories listed (e.g. missile carrier).
 - 544 Specialized truck/Toter: A straight truck/tractor with the body designed for a specific purpose other than those listed in other categories here (e.g. concrete, refuse, etc.).
 - 547 Straight truck: A truck with the body and engine mounted on the same chassis and not listed elsewhere under equipment operated.
 - 549 Pneumatic Trailer: Truck, semi-trailer or trailer loaded and/or unloaded using compressed air.
 - 552 Tank truck: Truck, semi-trailer, or trailer with a tank body for hauling petroleum, chemicals, liquids, or dry commodities in bulk.

- 562 Triple trailer: Tractor, semi-trailer plus two trailers.
- 573 Van: Van, including step van.
- 581 Winch: Hoist used on straight truck or tractor (includes gin pole).
- 599 Other: Anything other than items listed above (see 199).

[4] LOADS HAULED (You may circle more than one)

- 707 Bulk Commodity: Liquid or dry bulk.
- 712 Containers: Hauling of large cargo-carrying containers that can be easily interchanged between trucks, trains, and ships, without rehandling contents.
- 713 Empty trailer: Driver delivers empty trailers-does not apply to deadheading.
- 714 General Commodity: Varied types of freight.
- 716 Electronics: Transporting electronic commodities requiring special handling.
- 718 Hanging meat: Self explanatory.
- 720 Hazardous material: As designated by the Department of Transportation including but not limited to: explosives, radioactive materials, etiologic agents, flammable liquid or solids, combustible liquids or solids, poisons, oxidizing or corrosive materials, and compressed gases.
- 725 Household goods: Self explanatory.
- 729 Livestock: Transporting cattle, horses, etc.
- 730 Lumber: Self explanatory.
- 731 Machinery: Self explanatory.
- 733 Mobile homes: Self explanatory.
- 735 Motor vehicles: Transporting of motor vehicles by hauling them on special vehicles or through driveaway-towaway.
- 750 Passengers: People.
- 762 Oversized loads: Loads requiring special permits due to size or weight.
- 763 Parcels: Parcels and packages.
- 764 Pipe: Self explanatory.
- 769 Refrigerated: Self explanatory (not including hanging meat).
- 773 Steel: Other than pipe.
- 799 Other: Anything other than items listed above (see 199).

WORK RECORD (You may circle more than one)

- It is strongly recommended that items denoting less than satisfactory performance be supported by documentation in the driver's file.
- 901 Satisfactory: Driver meets minimum company standards of performance in all categories.
- 902 Superior: Driver exceeds minimum company standards of performance in all categories.
- 903 Outstanding: Driver's performance is outstanding in all categories.
- 912 Excessive Complaints: An excessive number of complaints have been received regarding the driver's service and/or safety.
- 913 Cargo loss: Cargo was lost, stolen, damaged or destroyed while assigned or under direct responsibility of the driver.
- 917 Equipment loss: Equipment was lost, stolen, damaged or destroyed while assigned to or under direct responsibility of driver.
- 915 Falsified Employment Application: Falsified information on employment application or omitted information as required by company, state, or federal regulations.
- 924 Late pick up/Delivery: Failed to make pickup or delivery according to schedule.
- . 926 Log Violation: Violation of Federal Motor Carrier Safety Regulations, "Hours of Service," part 395.
- 928 No show: Driver failed to appear on job site without notification or approval of supervisor. Driver has hauled previous loads for the company.
- 929 Failed To Report Accident: Driver violated accident reporting requirements while in the service of the company.
- 931 Quit Under Dispatch: Driver was available for work, assigned a load but quit before load was secured. Driver did not possess a load.
- 933 Quit/Dismissed During Training/Orientation/Probation: Driver did not complete company training, orientation and/or probabtion. If the driver quit or was dismissed during orientation, leave sections 12, 13 & 14 blank and do not provide further information to section 15.
- 935 Company policy violation: Driver violated company policies and/or procedures. Use this code only if the other selections in this section do not indicate the company policy violated.
- 938 Unsatisfactory Safety Records: Driver did not meet company safety standards.
- 940 Disconnected Tracking Device: The driver disconnected the truck and/or trailer-tracking device(s) without company authorization
- 944 Personal Contact Requested: Company issuing record has further information to provide regarding the driver or for the driver.
- 957 Unauthorized equipment use: Deviated from route or used equipment for purposes not specified by company. (Not intended to be used when the driver has resigned/quit or terminated lease and returned equipment to the nearest company terminal or a location authorized by the company.)
- 959 Unauthorized passenger: Passenger in company vehicle contrary to company policy or did not meet company policy requirements covering authorized passenger.
- 961 Unauthorized Use of Company Funds: Driver used company funds for purposes not authorized by company.
- 999 Other: Anything other than items listed above (see 199).

OUIT UNDER LOAD/ABANDONMENT: (Circle only one code, if applicable) Quit job before truck and/or cargo was delivered to final destination.

- 950 Co. Terminal With Notice: Left truck and/or cargo at a company terminal. Driver did notify the company of termination. (Not intended to be used when the driver has resigned/quit or terminated lease and returned equipment to the nearest company terminal or a location authorized by the company.)
- 951 Auth. Location With Notice: Left truck and/or cargo at a location authorized by the company. Driver did notify the company of termination.
- 952 Co. Terminal W/O Notice: Left truck and/or cargo at a company terminal. Driver did not notify the company of termination. (Not intended to be used when the driver has resigned/quit or terminated lease and returned equipment to the nearest company terminal.)
- 953 Unauth. Location W/O Notice: Left truck and/or cargo at a location unauthorized by the company. Driver did not notify the company of termination.
- 954 Left Vehicle With Team Driver: Left truck and/or cargo in the possession of a team driver.
- 955 Unauth. Location With Notice: Left truck and/or cargo at a location unauthorized by the company. Driver did notify the company of termination.
- 956 Auth. Location W/O Notice: Left truck and/or cargo at a location authorized by the company. Driver did not notify the company of termination.
- **** The following codes are no longer used, but could appear on older termination records.
- 909 Abandonment: Abandoned truck and/or cargo without notification to the company.
- 937 Quit Under Load: Quit job before truck and/or cargo was delivered to final destination. Assumes that driver did notify company of termination.
- LIST DISPUTED EMPLOYMENT CODES(S): List any employment codes that were disputed by the driver at the time of termination.
- CONTACT PERSON: Signature of individual completing form and date.



- A Member I.D.#: Record the customer number assigned by
- B Social Security #: Record the driver's Social Security Number.

ACCIDENT/INCIDENT DETAILS

- Total Number of DOT Recordable Accidents: Record the total number of accidents that are classified as "recordable" under DOT guidelines. The number of accidents listed does not necessarily reflect fault on the part of the driver involved.
- Total Number of Non-DOT Accidents/Incidents: Record the total number of accidents/incidents that do not meet the DOT recordable classification. Accidents/incidents listed do not necessarily reflect fault on the part of the driver involved.
- DOT?: Circle Y or N to indicate whether the accident meets the DOT guidelines for a recordable accident or did not meet those guidelines.
- Date: Record the month, day and year (including century) the accident/incident occurred.
- G City: Record the city or town (or nearest) in which the accident/incident occurred.
- H State: Record the state in which the accident/incident occurred.
- Injuries: Record the total number of persons injured as a result of the accident/incident who immediately received medical treatment away from the scene.
- Fatalities: Record the total number persons that died as a result of the accident/incident.
- K HAZMAT: Record whether hazardous materials, other than fuel from the tanks of motor vehicles involved in the accident/incident, were released.
- Description Code(s): You may use up to four (4) accident description codes to describe each accident.
 - 01 Backing: Occurred while backing.
 - 02 Right Turn: Occurred while making a right turn.
 - 03 Left Turn: Occurred while making a left turn.
 - 04 Lane Change Side Swipe: Involved a side swipe collision while changing lanes.
 - 05 Rear End Collision: Involved striking another vehicle in the rear.
 - 06 Intersection Collision: Involved a collision while in an intersection.
 - 07 Head-On Collision: Involved a head-on collision with another vehicle.
 - 08 Struck Stationary Object: Involved an impact with a stationary (fixed) object.
 - 09 Overturn: Involved the truck and/or trailer overturning.
 - 10 Struck Overhead Object: Involved an impact with an overhead object.
 - 11 Jack-knife: Involved the truck and trailer jack-knifing.
 - 12 Hit Pedestrian: Involved an impact with a pedestrian.
 - 13 Passing: Occurred while passing another vehicle.
 - 14 Dropped Trailer: Involved the trailer being dropped.
 - 15 Hit While Parked: Involved the truck and/or trailer being hit while parked.
 - 16 Hit While Moving: Involved the truck and/or trailer being hit by another vehicle or object while moving.
 - 17 Picked Up Damaged Trailer: The driver picked up a trailer that had been previously damaged.
 - 18 Mechanical Failure: Occurred due to mechanical failure of the truck and/or trailer.
 - 19 Ran Traffic Control: Involved a failure to yield at traffic control.
 - 20 Ran Off Roadway: Involved the truck and/or trailer running off the roadway.
 - 21 Downgrade Runaway: Involved loss of control on a downgrade.
 - 22 Trailer Breakaway: Involved the trailer breaking away from the tractor.
 - 23 Cargo Spill: Involved a cargo spill.
 - 24 Fuel Spill: Involved a fuel spill from the power unit.
 - 25 Fire: Involved a fire.
 - 26 Hit Animal: Involved an impact with an animal.
 - 27 Hit Parked Vehicle: Involved an impact with a parked vehicle.
 - 28 Load Shift: Involved a load shift.
 - 29 Theft: Involved theft of the truck, trailer and/or cargo.
 - 30 Rollaway: Involved a parked truck and/or trailer rollaway.
 - 31 Non-Contact: Did not involve a collision.
 - 40 Preventable Accident/Incident: Based on your company guidelines the accident/incident was preventable.
 - 50 Non-Preventable Accident/Incident: Based on your company guidelines the accident/incident was non-preventable.
 - 99 Misc.: Anything other than the items listed above.
- List Disputed Accident/Incident Number(s): List the accident/incident number(s) (1, 2, 3, etc. in the preceding chart) that the driver disputes. If the driver disagrees with the total number of DOT or non-DOT accidents/incidents, enter items C and/or D.

DRUG/ALCOHOL VIOLATION DETAILS

- Driver had an alcohol test with a confirmed B.A.C. of 0.04 or greater: If the driver violated this section of 49 C.F.R. Part 40, Mark an "X" in the box and list the date(s) of violation.
- 2 Driver had a controlled substance test with a positive result: If the driver violated this section of 49 C.F.R. Part 40, mark an "X" in the box and list the date(s) of violation.
- Driver refused a controlled substance or alcohol test (includes verified adulterated or substituted results): If the driver violated this section of 49 C.F.R. Part 40, mark an "X" in the box and list the date(s) of violation.
- Driver violated other DOT drug/alcohol regulations. If the driver violated this section of 49 C.F.R. Part 40, mark an "X" in the box and list the date(s) of violation.
- Previous employer reported DOT drug/alcohol violation(s). If the driver violated this section of 49 C.F.R. Part 40, mark an "X" in the box and list the date(s) of violation.

Check Here: Mark an "X" in the box if the driver disputes any of the drug/alcohol violations.

